Position Title: Social Work Intern, Student Accessibility Services

Reports to: Jenny Lynes
Coordinator
007 ITTC
Cedar Falls, IA 50614
319-273-2677
jennifer.lynes@uni.edu

Terms of Employment:
- For the fall semester: 20-40 hours per week, depending on how many credits are required, beginning August 24, 2020, and ending December 18, 2020. Does not include the week of Thanksgiving Break.
- For the spring semester: 20-40 hours per week, depending on how many credits are required, beginning January 11, 2021 and ending May 7, 2021. Does not include the week of Spring Break.

Background Information:
The role of Student Accessibility Services (SAS) is to coordinate services and accommodations for students with disabilities. In doing so, we review disability documentation, meet with students to determine appropriate accommodations, and work with other areas on campus to implement the accommodations. SAS views disabilities as an integral part of the rich diversity at the University of Northern Iowa. To that end, we work collaboratively with students, faculty, and staff to create an accessible educational environment for students.

Position Description:
- Develop and implement community building opportunities for students connected with SAS.
- Conduct check-in meetings with students throughout the semester to assess needs and refer to appropriate resources for support.
- Utilize Accommodate to document interactions with students and ensure proper case management.
- Manage the front reception area by assisting students, faculty, staff, and other visitors via walk-in traffic, phone calls, and email inquiries to provide general information about SAS.
- Provide resources to students interested in starting a student organization on campus related to disability.
- Attend professional development opportunities in our community in hopes of broadening our resources and support for students here at UNI.
- Represent SAS by attending student outreach visit days and orientations and providing follow-up meetings with prospective students and families.
- Work with students in need of support on a one-on-one basis, including working collaboratively with staff and faculty to provide support.
- Assist students with receiving their approved accommodations by serving as a reader/scribe for exams.
- Other duties as assigned by the Coordinator and Assistant Dean of Students - Student Accessibility Services.

Qualifications:
- Must be a degree seeking student in a UNI undergraduate or graduate social work program.
- Excellent written and oral communication skills.
- Strong interpersonal and organization skills.
- Demonstrated ability to be self-motivated and to conduct oneself in a highly professional and ethical manner.
- Preferred candidates will be comfortable using various forms of technology, updating websites, and proficient with Microsoft Office Suites and G Suite.

Application Process and Deadline:
- Please email your resume and cover letter to Jenny Lynes (jennifer.lynes@uni.edu). Candidates must schedule an interview to discuss their interests and goals in an internship with SAS. Interview will need to occur prior to the deadline for securing an internship set by the Director of Field Instruction each semester.
- Upon acceptance of an internship offer, student will need to complete the Agency Confirmation & Agreement of Field Placement.